

## JOB ANNOUNCEMENT

**ADR TRAINING & PROGRAMS COORDINATOR  
ARKANSAS ALTERNATIVE DISPUTE RESOLUTION COMMISSION  
ADMINISTRATIVE OFFICE OF THE COURTS  
STATE OF ARKANSAS**

The Administrative Office of the Courts (AOC) is the administrative arm of the Arkansas Supreme Court. The Arkansas Alternative Dispute Resolution Commission is responsible for the promotion of alternative dispute resolution processes, and the certification of mediators eligible to serve the Arkansas Circuit Courts. The ADR Commission is housed in the AOC and staffed by AOC employees.

### **JOB DESCRIPTION**

The ADR Training and Programs Coordinator is responsible for the development, planning, implementation, and evaluation of alternative dispute resolution training and continuing education programs.

#### Examples of work

- Develop and implement effective statewide mediation training and education programs for certified mediators, those seeking mediator certification, attorneys, and judicial personnel
- identify relevant substantive topics for education programs
- manage program logistics including, but not limited to, selecting venues, preparing mail outs, coordinating catering, registration, and supervising on site set up
- work with various constituency committees to plan programs

### **QUALIFICATIONS:**

#### ***Education***

Bachelor degree or higher required

#### ***Experience***

Experience in program planning and adult education a plus

#### ***Knowledge, Skills, Abilities***

Knowledge of Arkansas ADR legislation

Knowledge of Commission requirements for certification/re-certification and training standards

Knowledge and understanding of mediation process

Skilled in Microsoft Office products, including Excel, Access and PowerPoint as well as WordPerfect, PageMaker, and Adobe Photoshop

### **The position is graded C118.**

Applications should be submitted by mail or email to: Jennifer Taylor, Administrative Office of the Courts, Justice Building, 625 Marshall Street, Little Rock, AR 72201 or [Jennifer.Taylor@arkansas.gov](mailto:Jennifer.Taylor@arkansas.gov). Applicants should include a letter of interest, resume and references. Applications will be reviewed as received in order to fill the position as soon as possible.